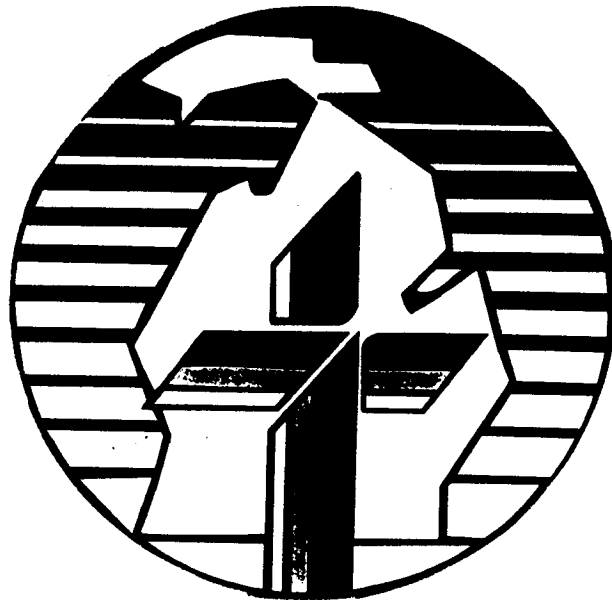


# **Michigan Lutheran Elementary School**

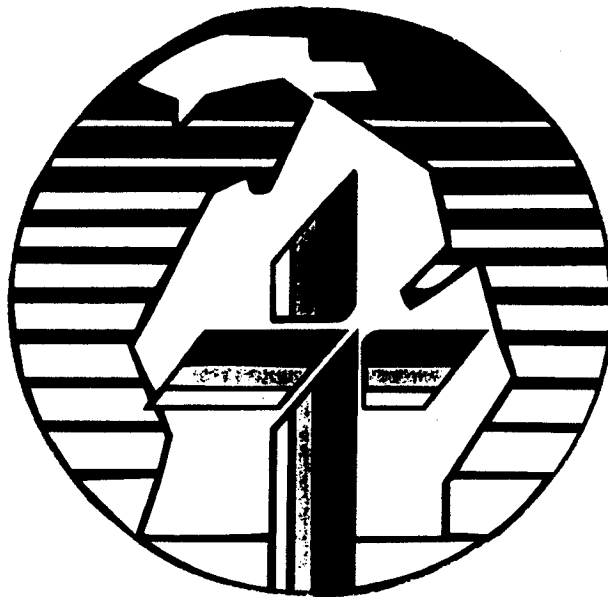
## **Athletic Director's Handbook**



Michigan Lutheran Sports & Physical  
Education Association

# Michigan Lutheran Elementary School

## Athletic Director's Handbook



Prepared by the

## Michigan Lutheran Sports & Physical Education Association

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November, 2000

# Preface

The Michigan Lutheran Sports and Physical Education Association is pleased to make available this reference manual for athletic directors. This information has been gathered, organized and edited by a subcommittee of athletic directors within the Michigan District of the Lutheran Church - Missouri Synod. Our thanks go out to the following committee members-

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William Sitas - Holy Ghost, Monroe  
Jared Weiss – St. Luke, Clinton Twp.

The committee wishes to thank the athletic directors across the state that submitted material for possible inclusion in the handbook. Special thanks goes to the National Interscholastic Athletic Administrators Association, whose manual served as a model for the formation of this document and for allowing us to borrow and adapt material more suitable to the needs of Lutheran elementary schools. We also thank Deb Siekmann for the hours spent in typing and assistance in production of this handbook.

We hope this publication will serve as a valuable and useful reference for Athletic Directors in our Michigan Lutheran Elementary Schools, and an effective resource for our athletic programs. Recognizing the unique nature of each of our member schools regarding size, organization, finances, and manpower; the committee realizes the limitations of this handbook but hopes that it provides varied samples and documents to be adaptable for use by all of our state Lutheran elementary schools.

## **MLSPEA ATHLETIC HANDBOOK COMMITTEE**

"And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.

Colossians 3:17

A	ADMINISTRATION .....	A-1
1	Statement of Philosophy .....	A-1
2	MLSPEA Mission Statement .....	A-1
3	Mission Statements and Philosophies .....	A-1
4	Sports Offerings .....	A-2
5	Communication.....	A-2
6	Affiliations .....	A-2
7	Chain of Command .....	A-2
B	YEARLY DUTIES OF THE ATHLETIC DIRECTOR.....	B-1
1	An Athletic Director’s Timeline .....	B-1
2	Athletic Department Responsibilities .....	B-2
C	PERSONNEL POLICIES .....	C-1
1	Purpose of an Athletic Coach.....	C-1
2	Qualifications .....	C-1
3	Responsibilities and Expectations .....	C-1
4	Equipment and Uniforms .....	C-2
5	Transportation.....	C-2
6	Coaching Objectives .....	C-2
7	Game Etiquette.....	C-3
8	Code of Ethics For Coaches.....	C-3
9	Professional Meetings .....	C-3
10	Evaluations.....	C-4
11	Application and Interview.....	C-4
12	Coaching Salary Schedule .....	C-4
D	FINANCIAL POLICIES .....	D-1
1	Purpose of a Budget .....	D-1
2	Annual Budget .....	D-1
3	Purchasing Procedures .....	D-2
4	Inventory of Equipment – Procedures for Inventory .....	D-2
5	Additional Revenue .....	D-2
6	Financial Forms .....	D-3
E	GENERAL POLICIES AND PROCEDURES .....	E-1
1	Practices .....	E-1
2	Awards Ceremonies .....	E-1
3	Booster Club .....	E-2
4	Camps/Clinics .....	E-3
5	Referees.....	E-3
6	Transportation.....	E-3
7	Try-Outs/Team Formation.....	E-3
8	Playing Time .....	E-4
9	Dress Code .....	E-4
10	Miscellaneous .....	E-4
F	ATHLETICS AND THE LAW .....	F-1
1	Physical Examinations .....	F-1
2	Medical Treatment Form .....	F-1

3	Permission Forms.....	F-1
4	First Aid Guide.....	F-1
5	Accident Report Form.....	F-2
6	Return to Athletic Participation .....	F-2
7	Supervision.....	F-2
8	Rental Agreement .....	F-2
9	Legal Foundations for the Administration Of an Athletic Program .....	F-2
10	Foundations of Negligence Litigation .....	F-4
11	Defenses against Negligence Litigation.....	F-4
12	Specific Sports Checklists.....	F-4
G	STUDENT ATHLETE GUIDELINES .....	G-1
1	Purpose.....	G-1
2	Guidelines .....	G-1
3	Athlete Responsibilities .....	G-1
4	Eligibility .....	G-2
5	Participation.....	G-4
6	Physical Examinations .....	G-4
H	CHRISTIAN SPORTSMANSHIP.....	H-1
1	Recommendations for Game-Day Sportsmanship Applications .....	H-1

## **A ADMINISTRATION**

### **1 Statement of Philosophy**

The Michigan Lutheran Sports Physical Education Association (M.L.S.P.E.A) believes that a balanced program of student activities is vital to the cognitive, social, physical and spiritual development of students. Athletics should work as an integral part of the total curriculum for all students. It should offer opportunities for fellowship and service within the church and personal growth. It should be the goal of every school to achieve following goals:

- a. To teach our athletes to be thankful for their God-given talents.
- b. That all of life is worship, including athletics.
- c. To practice Christian love among students, parents and coaches.
- d. To provide Christian discipline when a problem arises.
- e. To develop character traits such as responsibility, leadership, sportsmanship teamwork and self-control.
- f. To stimulate school spirit and pride without compromising respect toward others.
- g. To prepare our students for advanced levels of athletic participation by developing fundamental skills and knowledge of the rules.

### **2 MLSPEA Mission Statement**

The Michigan Lutheran Sports and Physical Education Association's mission is guiding, informing, and encouraging Lutheran schools in health, physical education, athletics and related areas.

### **3 Mission Statements and Philosophies**

- a. The following are examples of mission statements and philosophies for conferences:
  - i. The \_\_\_\_\_ Conference shall strive to provide an atmosphere for Christian competition and fellowship. We will continue to provide educational opportunities for coaches, players, officials, and parents. As a Christian association, we must attempt to promote Christ-centered activities for all.
  - ii. The \_\_\_\_\_ Conference exists to instill in the hearts of our children a greater love and child-like faith in the Lord Jesus Christ and love for other human beings. It is the aim of the athletic program to facilitate this goal through sports activities. Through a student's participation in sports, it is hoped that the student will further develop spiritually, mentally, emotionally, physically and socially. Students will be encouraged to be the best they can be by doing the best they can to the glory of God. It is the role of the \_\_\_\_\_ conference to facilitate this growth and development.
- b. The following are examples of a school athletic philosophy:
  - i. The primary purpose of the athletic program at \_\_\_\_\_ School is to promote the physical, mental, social, spiritual, emotional and moral well being of the participants. It is hoped that our athletic program will be a positive force in preparing young people for an enriching and vital role in society.
  - ii. The athletic program is considered an important and integral part of the total school program and is open to participation by all fourth to eighth grade students. Through voluntary participation, the athlete gives time, energy, and loyalty to the program. The student also accepts the training rules, regulations, and responsibilities, which are unique to an athletic program.
  - iii. Athletics at \_\_\_\_\_ School exist as a part of Christian training, which finds its purpose in God's Word where His people are commanded to maintain their bodies as temples of the Holy Spirit (1 Corinthians 6:19-20). A student's participation in interscholastic sports provides him or her an opportunity to enhance his or her spiritual, mental, emotional, physical, and social development. Participants in this program must also remember that at all times their lives are to glorify God (1 Corinthians 10:31). This attitude of glorifying God above everything else should take place with all people involved in this program of athletics.

## 4 Sports Offerings

- a. The following is a list of possible sports to include in your athletic program. This is only a list of the most common elementary school sports. The time of year, age of participants, etc. is to be determined by your conference or availability within your community.

- i Soccer
- ii Basketball
- iii Volleyball
- iv Cheerleading squad
- v Dance team
- vi Track and Field
- vii Softball
- viii Wrestling
- ix Cross country
- x Baseball

It is important to offer a variety of opportunities. Some of these could be included within an intramural program, through city leagues or multiple teams. It is important to provide an opportunity for those students who may be unable to earn a position on your inter-school teams.

## 5 Communication

Communication is vital to the success of the athletic program. The following is a list of some of the ways you can get information passed along to those who need it:

- a. Meetings
  - i PTL/PTO/Boosters
  - ii Conference
  - iii Principal
  - iv Coaches
  - v Parent
  - vi Team
- b. E-mail
- c. School or league web site
- d. Athletic handbook
- e. Athletic Director's Directory
- f. Newsletters
- g. Bulletin boards

## 6 Affiliations

- a. Conference - Joining a Lutheran conference provides a Christian atmosphere for athletic competition and fellowship. Sample conference membership application can be found in **appendix A-1**.
- b. MLSPEA – A useful resource in the areas of health, physical education and athletics. Membership in this organization provides discounted fees for the regional track meet, workshops and resources.
- c. MHSAA – While membership is geared to the public sector, Lutheran schools can benefit from the expertise and materials without committing to membership.

## 7 Chain of Command

- a. Board of Education
- b. Principal
- c. Athletic Director
- d. Assistant Athletic Director
- e. Head coaches
- f. Assistant coaches

**APPENDIX A-1**

**APPLICATION FOR MEMBERSHIP**

I. GENERAL INFORMATION

DATE \_\_\_\_\_

A. Name of School: \_\_\_\_\_

B. Street Address: \_\_\_\_\_

C. City: \_\_\_\_\_ Zip Code \_\_\_\_\_

D. Phone Number: (\_\_\_\_) \_\_\_\_\_ FAX Number: (\_\_\_\_) \_\_\_\_\_

E. Enrollment: \_\_\_\_\_ School Mascot: \_\_\_\_\_

F. Athletic Director: \_\_\_\_\_

G. Principal: \_\_\_\_\_ School Colors: \_\_\_\_\_

II. ACCEPTANCE OF \_\_\_\_\_ CONSTITUTION, POLICIES, AND RULES

**YES NO**

**(Check those which apply)**

\_\_\_\_ We have read the constitution, by-laws, and rules of the \_\_\_\_\_.

\_\_\_\_ Our school is in agreement with the objectives, philosophies, and purpose of the \_\_\_\_\_.

\_\_\_\_ Our school agrees to field the minimum number of 7<sup>th</sup> and 8<sup>th</sup> grade teams as listed under Article V, "Membership", in the \_\_\_\_\_ constitution.

\_\_\_\_ Our school can meet the minimum standards for playing fields and gymnasium facilities. If not, we will secure: (Name of facility, i.e. Community Center)  
\_\_\_\_\_

\_\_\_\_ Our school agrees with the \_\_\_\_\_ Code of Conduct and will share it with coaches, athletes, and fans.

\_\_\_\_ Upon acceptance, we agree to send a representative to all scheduled \_\_\_\_\_ meetings.

\_\_\_\_ Our school is willing to accept and follow the constitution by-laws, policies, conduct guidelines, and rules of the \_\_\_\_\_.

Signatures: \_\_\_\_\_  
Athletic Director Date

\_\_\_\_\_  
Principal Date